



Malta Food Agency Job Description	
<b>Title:</b> Manager – Tendering and Procurement	<b>Department:</b> Corporate Services
<b>Reporting to:</b> Senior Manager / Chief Officer	<b>Date:</b> May 2024

#### Job Purpose:

The Tendering and Procurement Manager will be responsible for planning, organizing, supervising and participating in technical and professional procurement and contract administration activities including the solicitation of bids and development and management of contracts.

#### Key Responsibilities:

The Tendering and Procurement Manager will be responsible for researching key suppliers, negotiating purchase agreements, and ensuring all products and materials meet Agency standards.

#### **Leadership**

- Lead and coordinate colleagues to implement operations in line with Unit's objectives, and directions provided by one up superior. This requires communicating with colleagues, to ensure assigned responsibility for tasks and decisions are being executed. Coordinates tasks assigned, monitors and evaluates progress and results, and communicates back with one up superior.

#### **People Management**

- **Motivation:** Ability to motivate and guide self, as well as colleagues, by maintaining a positive work environment and promoting optimism amongst the team. Encourages team participation for successful motivation.
- **Employee Development:** Responsible for the development plans for self through consideration of career goals.
- **Communication:** Responsible for channelling communication with colleagues within same and lower levels. This includes dissemination of information and communicating feedback on performance to management.

#### **Operational Management**

- Responsible for the coordination and execution of assigned tasks to self and others across the Unit. This requires exploring operational issues to contribute towards operational improvement within the Unit, while ensuring that established methods and procedures are reviewed and improved.

## Technical Management

- To practice technical skills related to job processes. This requires using a combination of logic, experience and knowledge to carry out the assigned tasks.

### General Employee Duties with the Assigned Responsibilities:

- Overseeing the entire tendering process, from initial identification of procurement needs to final contract award. This involves preparing tender documents, managing tender evaluations, and ensuring compliance with procurement regulations and policies.
- Maintaining relationships with vendors to ensure timely delivery of goods or services and resolving any issues that may arise.
- Working closely with budget holders to understand their procurement needs and ensuring that procurement activities stay within allocated budgets. Monitoring spending and identifying opportunities for cost savings or efficiencies.
- Managing contracts throughout their lifecycle, including drafting contract terms and conditions, reviewing contract performance, and ensuring compliance with contractual obligations. Identifying and mitigating risks associated with contracts.
- Ensuring compliance with procurement regulations, policies, and any relevant laws or standards. Maintaining accurate records and documentation.
- Liaising with internal stakeholders, such as project managers, finance teams, legal advisors and the Department of Contracts when necessary, provide updates on procurement activities, and address any concerns or issues that may arise.
- Continuously evaluating and improving procurement processes and procedures to enhance efficiency, reduce costs, and streamline operations. Identifying areas for automation or digitization to improve the procurement workflow.
- Providing training and guidance to staff involved in procurement activities to ensure understanding of procurement policies, procedures, and best practices. Keeping abreast of changes in procurement regulations.
- Generating reports and analysis on procurement performance, including key metrics such as cost savings and compliance levels. Presenting findings to senior management to inform decision-making.
- Promoting ethical and sustainable procurement practices, such as sourcing from diverse suppliers, minimizing environmental impact, and supporting fair labour practices.
- Reporting directly to the Chief Corporate Services Officer and contributing to strategic planning and decision-making.
- Any other duties as directed by the Chief Executive Officer.

Personal Competencies:

- i. Leadership and management skills
- ii. Problem solving
- iii. Decision making
- iv. Interpersonal communication
- v. Highly responsible
- vi. Committed and abides strictly to deadlines
- vii. Willingness to remain continuously updated on areas directly related to the field
- viii. Attention to detail
- ix. Ability to withstand various pressures
- x. Team Player

Experience and qualifications requirements:

Eligible applicants must meet one of the following criteria:

In possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) in Economics, Business Administration or a related relevant comparable professional qualification.

*\*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application. A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVE credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.*

OR

In possession of a Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent in Economics, Business Administration or a related relevant comparable professional qualification, plus a minimum of two (2) years' relevant work experience

OR

Are Public Officers in a Salary Scale not below Scale 10, or Public Sector employees at a comparable level of responsibility, and whose appointment in such level has been confirmed, with five (5) years work experience in the grade

AND

A clean Police Conduct